



City of Alexandria
Department of Recreation, Parks and Cultural Activities (RPCA)
Recreation Services Division
Power-On and Power-Up Out of School Time Program (OSTP) Standards



The Power-On and Power-Up school year and summer programs are operated to provide daily recreational activities for elementary and middle school aged children following the school day and throughout the summer as a service to families and the community. The Recreation Services Division's Out of School Time Program promotes quality service through core program activities that develop the whole child. Participants are placed into groups based on age ranges. Each group rotates through daily activities scheduled in the areas of creative and performing arts, fine arts, sports, fitness and health, and education and leisure based on monthly themes, as well as participate in occasional field trips and family events. Participants benefit from a variety of programs and services and experience one or more of the following benefits:

- Increase social interactions and develop friendships
- Improve social skills
- Enjoy participating in activities in a safe, positive and friendly environment
- Enhance physical and/or emotional well being
- Enhance development of knowledge, skills and abilities through participation in recreation, enrichment and leisure time activities

Organizational Structure

The Power-On and Power-Up programs operate under the direction of:

Director of Recreation, Parks and Cultural Activities
Deputy Director, RPCA
Division Chief, Recreation Services Division

OSTP Manager	On-Site Program Manager
Recreation Coordinator	On-Site Recreation Coordinator
	On-Site Recreation Leaders

The OSTP Manager works with the OSTP Committee, Program Managers and Recreation Coordinators to set and enforce OSTP standards. On-Site Program Managers supervise staff and manage all aspects of the OSTP operations at their location.

Job Descriptions

Staff consist of an on-site recreation coordinator and recreation leaders.

The on-site Coordinator will have the responsibility of supervising the recreational after-school or summer program for children at the assigned site and the personnel to administer the program. The Coordinator will be charged with the daily operation and development of the program and will work under the general supervision of the OSTP Manager.

The on-site Leaders have varying degrees of responsibility based on their grade level in the organization as Recreation Leaders I, II or III. Leaders are responsible for organizing and leading a variety of indoor and outdoor recreation activities, sports and games, arts and crafts, performing arts activities, and special events for children. The Leaders assist with discipline and other needs of the children as well as set-up, clean-up and other daily tasks associated with the program operation. The Leaders work under the general supervision of the on-site Program Manager and immediate supervision of the on-site Coordinator or higher level Recreation Leaders.

A more detailed description of job responsibilities may be obtained from the OSTP Manager or on-line at www.alexandriava.gov.

Class Specifications and Staff Qualifications

Recreation Coordinator: Minimum: Four-Year College Degree; completion of college-level courses in recreation, physical education, business management or related fields. Experience in community recreation at a level equivalent to a Recreation Supervisor, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Preferred: Knowledge of the principles and best practices of recreation work; good business management skills; good knowledge of community recreation; ability to schedule and coordinate programs on a City-wide basis; effective communication skills; good time management skills; computer skills and knowledge of Rec Trac, Outlook, Microsoft Word, PowerPoint, and Excel.

Recreation Leader III: Minimum: High School Diploma or GED; one year of experience as a Recreation Leader II, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. First Aid training, valid driver's license or ID issued by state of residence.

Preferred: Four-Year College Degree in recreation, physical education, business management or related fields.

Recreation Leader II: Minimum: High School Diploma or GED; some experience as a Recreation Leader I, First Aid training, valid driver's license or ID issued by state of residence; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Preferred: Two-Year College Degree; background working with at-risk population, experience working independently and as part of a team, experience working with individual and family services, community and street outreach, schools and other support services programs. Must possess a valid driver's license or ID issued by state of residence, first aid training, and strong verbal and writing skills.

Recreation Leader I: Minimum: High School Diploma or GED; one year of experience leading recreational and cultural activities in arts and crafts, sports, games, music, drama cooking, exercise, and field trips. First Aid training, valid driver's license or ID; or any equivalent

combination of experience/training which provides the required knowledge, skills, and abilities.

Preferred: Two-Year College Degree; thorough knowledge of applicable Departmental policies and procedures; thorough knowledge of the assigned recreation or leisure activity; ability to demonstrate, conduct lectures, or lead others in leisure activities and the ability to ensure activities are conducted in a safe manner; ability to communicate clearly and effectively, both orally and in writing, with participants and the public; ability to establish and maintain effective working relationships with program participants and staff; and the ability to assist others in the accomplishment of the overall goals of the recreation center/program to which assigned and of the Department.

Staff Records

Staff records are kept at the main office of the RPCA. Each staff record includes:

- Application with reference checks
- Letter accepting position
- Background check information
- Emergency information (also kept at site)
- Tax information
- Documentation person meets job requirements
- Documentation of orientation
- Documentation of training and certifications
- Evaluations

Staff Training

Coordinators and Leaders will be required to obtain 12 hours of training each year (6 hours due by the 6th month of employment, and another 6 hours due by the 11th month of employment) in child abuse and neglect, playground safety, game development, health and communicable disease and other safety issues, creative program development, supervision, behavior management, department and center policies and procedures, etc.

Volunteers

Volunteers working in the Out of School Time Program to provide support to specific programs in the centers or camps such as homework assistance, classes, sports or other program activities for more than a one time special event are required to submit an application and complete a criminal background check. All volunteers are supervised by paid recreation staff. A program supervisor has the right to terminate any volunteer's assignment at any time if their conduct is not in accordance with the goals and objectives of the program.

Age Participation

The Power-On Program serves youth ages 5-12 years/grades K-6 (children may be 5 if attending Kindergarten for the school year program or completed Kindergarten for the summer program)

- **After School Program** begins in September on the Tuesday after Labor Day and ends the last day of school based on the Alexandria City Public School schedule.

- **Summer Program/Camps/Playgrounds** - 7 to 8 weeks beginning first Monday after ACPS school year ends

The school year Power-Up Program serves ages 11-14/grades 6, 7, and 8 (youth age 12 and younger must select either the Power-On or Power-Up Program). Summer Power-Up serves ages 11-15 and youth in previous school year grades 5-9.

Checklist of Information for Registration

- Submit a completed and signed registration form
- Pay applicable registration fee for after school or summer program
- Show 2 forms of proof of Alexandria City residency for viewing purpose only
- Sign a written agreement form
- Proof of school enrollment for youth five years of age
- Proof of Age (for new registrants only)
- Proof of Immunizations (new summer registrants not yet enrolled in school)
- Permission Form for Walkers

Hours of Operation

The **after school program** operates Monday through Friday from the time of school dismissal until 6:00 pm.

The **summer program** operates Monday through Friday, 9:00 am - 6:00 pm; playground program hours are 9:00 am - 5:00 pm. Before care is available for a fee at the neighborhood Recreation Centers. Before and after care are available for a fee for youth registered in Camps at Chinquapin Center, Sports and Specialty Camps and Day Camp.

Drop-Off Procedures

During the school year, children are dismissed from their classrooms, and, where programs are located on-site, are sent directly to the recreation center or program area to sign-in. Children who attend school at a site that does not have an on-site program take school buses to their location. Kindergarteners are met at the school bus by program staff.

When a parent/guardian transports their children to programs on school holidays or during the summer vacation period, children cannot be left at the program site prior to the scheduled operating hours. A parent/guardian who leaves their child(ren) outside locations unsupervised prior to a program's operating hours is to be reported to the appropriate authorities.

Pick-up Time

Parents must make arrangements to pick up the participant(s) on time at the end of a program. Staff must be informed of all persons authorized to pick up a child. If a parent/guardian is consistently late in picking up a child, it will lead to a suspension from the program.

Walkers

No child in kindergarten through third grade is permitted to leave the center without adult supervision. Any child in grades four and above who is permitted to sign out from the program and walk home on their own from a program site without a parent/guardian must have written permission from a parent/guardian on file. Once a child, who has a permission slip on file, signs out for the day, they may not return that day and must leave center property. It is strongly recommended that all children be picked-up and accompanied home by a responsible adult or older sibling.

Children's Records

Each program site maintains a separate record for each child enrolled in the program which consists of the following:

- A completed registration form including Medical/Social Information
- Signed Rules and Requirements form
- A copy of custody papers or any legal papers that restrict a birth parent from picking up the child (if applicable)

Children's records are kept in a locked area and are treated confidentially by staff, subject to the requirements of the Virginia Freedom of Information Act.

Children's Attendance Records

Participants are asked to sign in/out by swiping their recreation ID card at the neighborhood recreation centers. Sites that do not have swipe cards check in and out with staff.

Registered participants must regularly attend the Program. If a child is not regularly attending, parents are notified by phone. Continuous lack of attendance results in the child being classified as inactive. Once inactive, parents/guardians must resubmit an application for registration before participation can be reinstated.

Notification of Change in Schedule

Parents are asked to notify the Recreation Center staff if a participant is going to be late or absent. Inconsistent attendance may result in the participant being placed on inactive status. Notification of vacation schedules fall under this category.

Parental Agreements

Parents/Guardians sign an agreement that includes:

- Authorization for emergency medical care for child when the parent cannot be located
- Parent agreement to immediately pick child up from program if child becomes ill
- Parent will inform program within 24 hours if child or member of family becomes ill with reportable communicable disease

- Waive rights to and release all claims that might be held against the City of Alexandria and its agents for all injuries or losses which may be suffered because of child's participation in the program
- Adhere to policies in information packet distributed to parent/guardian
- Responsible for all fees for participation of child in program

Medication

Staff is not permitted to administer medication. If a child needs medication during the time period that he or she is in the program, a parent/guardian must make arrangements to bring the medication for administering by the parent.

With written authorization from a parent/guardian, inhalers and EpiPens that children are able to administer for themselves are permissible in labeled containers and held in a locked container in the center office. Any other medication requests are handled on a case by case basis.

Program Housing

Programs are held in public buildings such as recreation centers and public schools including the use of cafeterias, gyms, and classrooms. During the summer months, additional programs are offered in city parks and playgrounds. Any unsafe conditions are reported to the appropriate agencies to address any maintenance issue.

Proper Attire

Children should wear comfortable clothing that can be worn during active play. Children should wear sneakers, no sandals. Children's clothes and belongings should be marked with their name.

Playgrounds

School and park playgrounds will be used as seen fit by RPCA programs. Playgrounds will be monitored for compliance with safety standards established by the ASTM and the Consumer Product Safety Commission.

Staff Supervision

The ratio of staff to registered participant is as follows:

- Grades K - 1 (Ages 5 - 6) is 1/20
- Grades 2 - 6 (Ages 7 - 12) is 1/25

Daily Programming

Daily programming is themed and developed around the four core program areas of performing arts, fine arts, cultural and academic enrichment, and health and fitness. Activities include indoor and outdoor group games, sports, exercise, arts and crafts, music and dance, table games, snack time, special guests, and homework time.

Behavioral Guidance

Discipline shall be constructive in nature to include using limits that are fair, consistent and appropriate; to provide reasons for limits; and to use positive word directions. No child is forced to assume an uncomfortable position; or be restricted in movement; or be enclosed in a confined space; or be assigned exercise for punishment.

In the best interest of the program and its participants, program staff reserve the right to enforce restrictive actions on a participant that is causing a disturbance in the program. Restrictive action may include meetings with parents or guardians, temporary exclusion from activities, or suspension from current and/or subsequent programs. A suspension for a time period of more than three days, the parent receives notification by the Deputy Director of Recreation Services regarding the status of their child at recreation centers and programs.

Rules for appropriate behavior to be established with participants and parents/guardians:

- Please listen, no talking, while staff are speaking
- Stay with your assigned group
- Respect the rights and property of others
- Participate in group activities willingly and to your fullest ability
- Use appropriate language; swear words are unacceptable at all times
- Keep you hands to your self; there is no reason to touch anyone else, unless it is part of an activity. No pushing and no hitting are permitted. No running in the center.
- Do not ask others for money
- Use restrooms properly; washing hands; putting paper in the proper receptacle, with no excess use of paper

Sick Children

Participants who are running a fever, vomiting, or suffering from severe pain or other symptoms are not permitted to attend the program. If a participant becomes ill during the program hours, parents must make arrangements for the participant to be picked up as soon as possible. The ill child is separated from their group until parents arrive.

Severe Injuries/Illness

When a participant is severely injured/ill (when more than simple first aid is needed) staff contacts at least one person on the emergency contact list provided by the parent or guardian. If warranted, staff calls emergency medical services to attend to the injured participant. The City of Alexandria DOES NOT provide medical insurance for participants. In the event of illness or injury requiring transportation, treatment, hospitalization, and/or surgery, the family's medical insurance must be used.

First Aid and CPR Training and Supplies

At least one staff member on duty is trained in CPR and First Aid. A first aid kit is kept on site. The kit is taken on all field trips. A flash light, cell phone and battery operated radio are kept on site.

Emergency Procedures

Fire drills and shelter-in-place drills are completed and recorded twice a year. During such drills, roll call is taken to account for all children and staff, children's emergency information and cell phones are taken out. Arrangements have been made if evacuation to another site is required due to an emergency.

Injury Report

An injury report is maintained of each injury to a child. An injury report includes the date and time of injury, name of child, description of injury (type and location of body), circumstance of injury, treatment, date and time parents notified, and staff signatures. Any child transported by ambulance is accompanied by a staff person and the child's file taken to the hospital.

Hand washing

Children and staff are to wash hands before and after eating any foods and after toileting.

Foods

A healthy snack is provided daily to the participants. All provided food meets the USDA recommended guidelines. A monthly menu is available to all participants and posted at the Center for parents to see. Participants with food allergies must make arrangements to provide a snack on days when they cannot eat the snack provided. At no time are children forced to eat a snack. Parents must provide a lunch on school holidays when children are in attendance for the entire day. Children are not permitted access to the vending machines without a parent or guardian with them.

Suspected Child Abuse

Unusual marks or bruises that appear on a child's body or suspected sexual abuse, emotional abuse, or negligence are noted in an incident report and are reported to the Program Director. The Program Director reports this information to the Department of Human Services Child Protection Services Division and provides all information needed to enable a social worker to investigate the matter.

Toys from Home

Participants are prohibited from bringing games and toys from home because of the disturbance to planned activities which alter positive group dynamics. If a participant brings prohibited items to the Recreation Center, the item is confiscated and kept in the administrative office. Confiscated items are returned to the parent. The program staff are not responsible for lost, stolen, or confiscated items.

Special Activities

Occasionally programs are offered with another group such as Youth Sports, Health Department, or 4-H as a special class or experience for the registered participants. In this situation, a permission slip authorization may be required. If a signed permission slip is not returned, the participant is not eligible to participate in the special activity, but is directed to another activity.

Fee Based Programs

In the event that a program offers an opportunity for participation in a fee based activity, all fees must be paid prior to attendance in such programs.

Field Trips and Transportation Policies

Field trips are typically scheduled during program hours. Transportation is provided by Alexandria City Public School buses or Recreation Department vehicles to and from field trip locations. All vehicles used for the purpose of transportation meet the safety standards set by the Department of Motor Vehicles and are kept in satisfactory condition to assure the safety of the children. Participants are NOT transported in staff owned vehicles. When necessary to cross streets, participants cross at a corner and crosswalk or other designated safe crossing points if no corner or crosswalk is available. Participants who do not have a signed permission slip or have not paid the required fee prior to leaving are not allowed to attend the trip. A parent is then contacted to pick-up the child for that day. Staff will take emergency information for each child and staff on field trips. A first aid kit is also taken.

Swimming and Sunscreen

Children are only allowed to swim in swimming pools where there are lifeguards on duty. A parent signed permission form for swimming is required before a child is allowed to swim. Staff have a system for accounting for children and the depth of water they may enter.

Parents are encouraged to send sunscreen with their children for all outdoor activities. Staff are to be advised on the need for assistance to a child in applying sunscreen.